



Historic England

Call for Proposals for: Supporting the delivery of Heritage
Carbon Literacy Training to the sector.

Date of Issue: 21/02/2024

Summary

Historic England is looking to roll out Carbon Literacy Training across the heritage sector to support organisations on their journeys to Net Zero. In order to do so, we would like to work with heritage sector support and representative organisations, bodies and networks, to promote, administer and coordinate the roll out of this training.

Carbon Literacy is a key way for organisations to gain an awareness of the causes and impacts of climate change and an understanding of carbon emissions. It provides a great foundation for individuals, teams and organisations to begin to take steps towards reducing their carbon emissions and become more environmentally sustainable.

Historic England has created a Heritage Carbon Literacy course, accredited by the Carbon Literacy Trust. This is based on the Museum Carbon Literacy course that is currently being delivered to museums across the country. Historic England has developed a pool of Heritage Carbon Literacy trainers that will be made available to heritage support and representative organisations to run the training courses to the sector. These trainers will be funded separately by Historic England and allocated to the different membership organisations.

Background

The Government's Net Zero Strategy: 'Build Back Greener' sets out policies and proposals for decarbonising all sectors of the UK economy to meet our Net Zero target by 2050. Although, the 2050 deadline may seem a long way away for many organisations, there is an enormous amount to be done by then, and it is essential that heritage organisations begin to plan for Net Zero now.

Recent sector consultation by Historic England (Sector to Net Zero project) has shown that the majority of heritage organisations – in particular Small and Medium Sized Enterprises (SMEs) - are at the beginning of their journeys towards Net Zero.

The consultation has shown that heritage organisations need support on the preparatory phase of the journey towards Net Zero, which includes having a better understanding of the principal issues and questions, such as:

- what are the impacts of climate change on heritage
- what are the main carbon emissions
- how can we measure these
- how do we create policies and plans to reduce these
- what measures can be implemented to reduce emissions

Historic England's Sector to Net Zero recommendations and delivery plan sets out various ways to support the sector in preparing itself to reduce its carbon emissions. One of these is to deliver Carbon Literacy Training to heritage organisations to start off the process and to support behaviour change within organisations.

Carbon Literacy is defined by the Carbon Literacy Trust as 'An awareness of the carbon costs and impacts of everyday activities and the ability and motivation to reduce emissions, on an individual, community and organisational basis.' It has been delivered across the UK to the civil service, NHS, local authorities etc (<https://carbonliteracy.com/>)

Historic England has created a Heritage Carbon Literacy course which is built on the successful Museum Carbon Literacy course created by the Roots and Branches project. This course is currently being delivered to museums across the country. The heritage course provides a more tailored offering with case studies and examples associated more directly with the heritage sector. A number of these have been collected from heritage organisations which are moving forwards with their decarbonisation plans.

Aims

The overall aim of this Call for Proposals is to support heritage organisations prepare themselves to reduce their carbon emissions and move towards becoming Net Zero. This is through raising awareness of, and delivery of, Carbon Literacy Training to heritage organisations.

This Call is specifically aimed at heritage sector support and representative organisations, bodies and networks who are able to promote, administer and coordinate the roll out of this Carbon Literacy Training course to their member/affiliate organisations and other heritage organisations.

Business Case

This Call for Proposals is embedded within a strategic framework set out by the UK Government, DCMS and Historic England.

The UK governments Net Zero Strategy: 'Build Back Greener', presented to Parliament, pursuant to Section 14 of the Climate Change Act 2008, sets out plans for reducing emissions from each sector of the economy and ultimately reaching Net Zero by 2050. This includes the heritage sector and heritage organisations working within it.

Within this framework, the 2022 DCMS funding settlement letter to Historic England set out a number of priorities, which included Historic England to support Heritage SMEs to reach Carbon Net Zero.

This Call also contributes directly to Historic England's Corporate Plan contributing to our Climate Action priority 4B:

Climate Action

Our leadership ensures that heritage plays an important role in the fight to limit climate change impacts.

4B More organisations in the heritage sector are committed to achieving Net Zero by 2050 or earlier.

Delivering Carbon Literacy Training to heritage organisations will contribute to their understanding of climate action and support them to start undertaking actions to help them on their journeys to Net Zero.

This Call is contributing directly to Historic England's Sector to Net Zero project which supports our [Climate Change Strategy](#) which sets out Historic England's response to the climate, energy and biodiversity crisis.

For more information on our Corporate Plan, please see our [webpages](#).

Stakeholders

1 Who do we want to apply for this Call for Proposals?

This Call is directed at heritage sector support and representative organisations, bodies and networks.

This can cover a wide variety of types of organisation including membership, umbrella, special interest and network organisations, chartered institutes, trade associations etc... all of which support the heritage sector as part, or all, of their function.

This is meant to cover a wide range of support organisations – if in doubt please enquire about eligibility (contact sarah.rousseau@historicengland.org.uk).

2 Who do we want the courses to be delivered to?

The target audience for the Heritage Literacy Training courses is also wide and has been defined broadly within the Sector to Net Zero project as:

a Heritage organisations that own, manage or operate heritage sites open to the public which are interpreted and managed (e.g. a castle, historic house, historic park, garden or landscape, industrial heritage monument or open-air site, including mobile heritage (e.g., heritage railways)

b Heritage organisations that undertake or deliver heritage services (e.g. professional advice, membership advice, surveys, excavations, fieldwork, conservation)

c Micro, Small and Medium sized heritage organisations including volunteer run

d Freelance individuals who work across the heritage sector

We are keen to hear from organisations who work directly with volunteer led groups and organisations.

The training is not aimed at individual private homeowners, local authorities or higher education institutions.

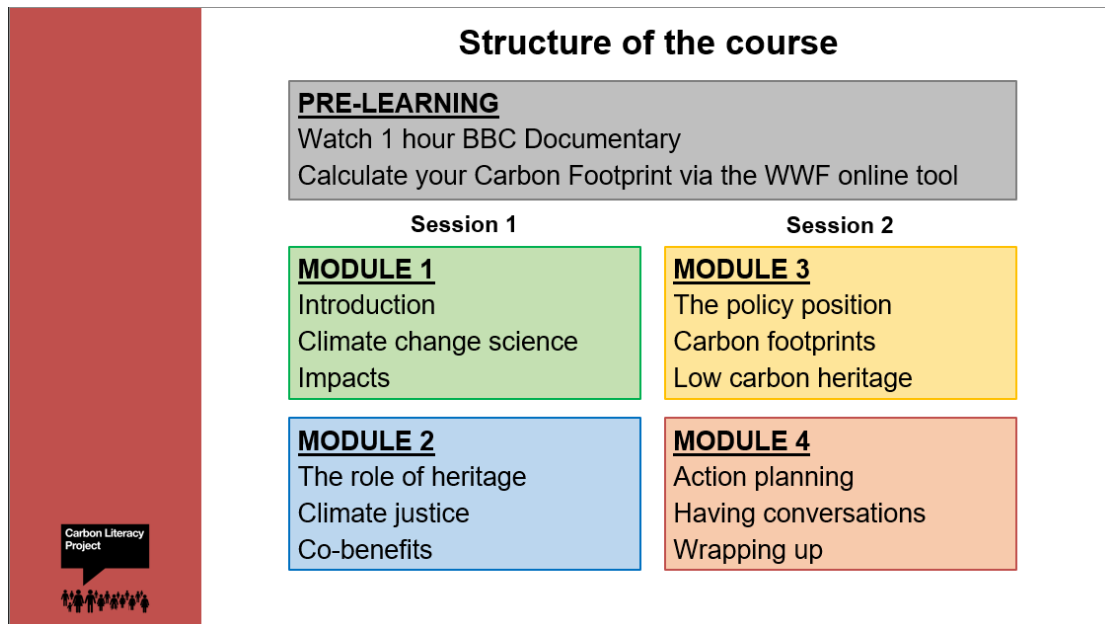
What is the funding for?

We are seeking heritage sector support and representative organisations, bodies and networks to promote, administer and coordinate the roll out of this Carbon Literacy Training course to the sector. This course is delivered online. They are not responsible for the actual delivery of the training as this will be undertaken by carbon literacy trainers supplied by Historic England.

The Heritage Carbon Literacy Course

This course has been created by Historic England and heritage sector partners based on the Carbon Literacy Trust model.

Each online course consists of self directed pre-learning (watching a 1 hour documentary), and one day (usually this is split up into two half days, of at least 3.5 hours each) delivered online by a trainer. Attendance of all parts of the course is a requirement for learners to be Carbon Literate and receive their certificate. The course covers 4 modules:



The capacity of each course is about 12-15 delegates and we would expect no more than one or two delegates from each organisation to attend. The aim is to train organisations rather than staff of organisations.

The promotion, administration and coordination of the course

We would like organisations to apply for funding to administer the heritage Carbon Literacy course in blocks of 5 (5 courses x 12 delegates = 60). Organisations can apply to administer as many blocks of 5 as they wish – which may depend on organisational capacity and likely take up.

If there is high demand, we can vary agreements so that organisations can run additional blocks of courses.

Historic England will be supplying and paying the fees of the trainers undertaking the training. These trainers have been contracted on to our Carbon Literacy Trainer Framework and will be allocated to each block of courses.

The courses are free to delegates apart from a £10 fee per delegate for Carbon Literacy certification and this cost is not included in Historic England's funding and should be passed on to the delegates.

The administering of the £10 course fee is one of the tasks associated with administering the courses.

The support/representative organisation will be responsible for a number of tasks outlined below – this is an illustrative list and there may additional tasks identified by applicants that should be outlined in the task list and costings.

Tasks for the administration of each block of courses

- Agreement of trainer with Historic England
- Agreement with trainers and setting course dates
- Initial online meeting between Trainer, host organisation and Historic England
- Set up booking / payment system
- Promotion of course dates
- Agreement and set up of online platform (Zoom or Teams) for delivery with trainer including technical run through on the host platform
- Sending pre course delegate information – (e.g., joining instructions, introducing trainers, etc)
- Collection of £10 certification payments from delegates on booking
- Set up of payment with Carbon Literacy Trust for the course certificates
- Reporting to HE on attendance
- Reporting/sharing feedback from learners to Historic England
- Mid-block check-in with the trainer to check smooth running of the courses

To note, the organisations that are applying to this Call are not responsible for the actual delivery of the training nor are they responsible for paying the trainers. All the heritage carbon literacy trainers will be supplied by Historic England as part of their Trainer Framework agreement. Also, to note, we do not expect end of project reports or other normal Historic England project based documentation – time for these tasks should not be included. This Call is to administer and promote training courses, not run a project.

The following tasks are also not required as these will be undertaken by the trainer/Historic England:

- Course review (minor amendments to tailor to audience needs)
- Management of Carbon Literacy certification including pledge/actions review and submission and dissemination of Certificates
- Distribution and receipt of post course feedback form supplied by Historic England

If you would like any clarification of the scope of the promotion, administration and coordination tasks required in order to cost up the application, please contact sarah.rousseau@historicengland.org.uk

Budget

It is expected that administration of this work will be in the region of 5 to 7 days, per block. Please apply setting out your costs based on a task list that covers the promotion, administration and coordination of a block of 5 courses.

How to apply

Applications should be made in a short proposal which we suggest uses the following headings:

- My organisation and its role in the heritage sector (including a short description of your organisation's remit, membership and affiliations)
- Who are we going to deliver the courses to (setting out the target audience of heritage organisations – what part of the heritage sector would you be delivering courses to - including an estimation of number of organisations)
- Number of blocks of courses you would like to administer (in blocks or increments of 5 courses)
- Estimation of timeframe for delivering the courses (for this call, we are keen to start these courses asap to help organisations move towards being Net Zero. We would expect the training course to be running throughout the financial year 2024/5. Extra courses can be arranged as a variation to this Call for Proposals agreement)
- Task list and costings (standard format – number of hours/days per person per task – see <https://historicengland.org.uk/images-books/publications/guidance-grants-projects/heag065-guidance-for-grants-projects-dec23/> Appendix 1)
- Risk Log

Please submit proposals by emailing HPCPcalls@HistoricEngland.org.uk

We will be agreeing funding based on the proposals and will not be commissioning Project Designs.

Timetable

Proposals must be submitted by 23:59 on 8 April 2024. Applicants will be informed of the decision by the end of April.

Further information

For questions about the project please contact Sarah Rousseau at sarah.rousseau@historicengland.org.uk

For further queries about the application process, deadlines etc please contact Tim Cromack at Liam.Waterhouse@HistoricEngland.org.uk

If you would like this document in a different format please contact our Customer Services department:

Telephone: 0370 333 0607

Email: customers@HistoricEngland.org.uk